

93.110(2) PROMISE JOBS will pay a provider no more than the rate the provider charges a private individual. PROMISE JOBS funds shall be used to pay mandatory child care fees when required by a child care facility, including payment for periods of absence, not to exceed 30 days, required by the provider to maintain the child care slot.

93.110(3) In two-parent households, PROMISE JOBS is authorized to pay child care if it can be documented that the other parent is unable to provide care or the other parent is employed, in school, or participating in an employment and training program during the hours that care is needed.

93.110(4) Child care shall not be paid to a biological, step, or adoptive parent. Child care shall not be paid to other family members who are included in the same eligible group.

93.110(5) Payment shall be made for a child in the eligible group or who would be in the eligible group except for the receipt of Supplemental Security Income. Payment shall also be made for a child living in the home whose needs are met by IV-E foster care. Payment is limited to children who are either under the age of 13 or aged 13 and over who are physically or mentally incapable of self-care, when established in accordance with 441—paragraph 41.21(5)“c,” or under court supervision.

93.110(6) Transportation allowances. Participants may receive a transportation allowance for each day of participation, if transportation is required for participation in a PROMISE JOBS activity, but shall not receive a transportation allowance for orientation or for assessment activities which occur on the same day as orientation or for employment. The transportation allowance shall be paid monthly at the start of each month of participation or when participation begins, whichever is earlier. Persons employed shall be entitled to the work expense deduction described at 441—paragraphs 41.27(2)“a” and “d.”

Transportation allowances shall be developed individually according to the circumstances of each participant. Allowances shall cover transportation for the participant and child, if necessary, from the participant’s home to the child care provider, if necessary, and to the PROMISE JOBS site or activity.

a. For those who use public transportation, the allowance shall be based on the normally scheduled days of participation in the PROMISE JOBS activity for the period covered by the payment, using the rate schedules of the local transit authority to the greatest advantage, including use of weekly and monthly passes or other rate reduction opportunities.

b. For participants who use a motor vehicle they operate themselves or who hire private transportation, the transportation allowance shall be based on a formula which uses the normally scheduled days of participation in the PROMISE JOBS activity for the period covered by the allowance times the participant’s anticipated daily round-trip miles times the mileage rate of \$.16 per mile.

c. Transportation allowances for the assessment component shall be issued in advance in weekly increments as described in 93.110(6)“a” or 93.110(6)“b,” with payments for the second or third week of assessment being issued as soon as it is determined that the participant will be required to participate in the second or third week of the component.

d. Monthly transportation allowances for each full calendar month of participation shall be issued in advance in the amount determined by the formula described in 93.110(6)“a” or 93.110(6)“b.”

(1) Allowances for the third and subsequent months of an ongoing activity shall not be authorized prior to receipt of time and attendance verification, as described at subrule 93.135(2), for the month previous to the issuance month. (For example, a transportation allowance for December, normally issued after November 15 to be available to the participant by December 1, will not be authorized until time and attendance verification for the month of October has been received in the PROMISE JOBS office.)

(2) The amounts of allowances for the third and subsequent months of an ongoing activity shall be adjusted by subtracting from normally scheduled days any number of days which represent a difference between the number of normally scheduled days in the month previous to the issuance month and the number of actual days attended in the month previous to the issuance month. (For example, a transportation allowance based on 16 normally scheduled days of participation is authorized for October, issued in September. If ten days of participation are normally scheduled in December, and the participant did not attend two days of the PROMISE JOBS activity in October, the December transportation allowance, issued in November for December, shall be calculated using eight days.) Because this adjustment is not possible in the last two months of an ongoing activity, transportation allowances for the last two months of an ongoing activity shall be subject to transportation overpayment provisions of 93.110(8) "b."

e. Persons who require, due to a mental or physical disability, a mode of transportation other than a vehicle they operate themselves shall be eligible for payment of a supplemental transportation allowance when documented actual transportation costs are greater than transportation allowances provided under these rules and transportation is not available from a nonreimbursable source. Costs of transportation by a public or private agency shall be allowed for the actual costs. Costs of transportation provided by private automobile shall be allowed for the actual charge up to a maximum of the rate per mile as described in 93.110(6) "b."

(1) Medical evidence of disability or incapacity may be obtained from either an independent physician or psychologist or the state rehabilitation agency in the same manner specified in 441—paragraph 41.21(5) "c."

(2) The client's need for a mode of transportation other than a vehicle operated by the client due to disability or incapacity shall be verified by either an independent physician or psychologist or the state rehabilitation agency.

f. In those instances where a PROMISE JOBS participant is enrolled in high school, a transportation allowance shall not be allowed if transportation is available from a nonreimbursable source such as when transportation is provided by the school district, or the school district has deemed it unnecessary due to the proximity of the participant's home to the school. If child care needs make it impossible for the participant to use transportation provided by the school district, a transportation allowance shall be authorized.

93.110(7) Expense allowances during a month of FIP suspension. Payment for expenses shall be made for a month of FIP suspension if the client chooses to participate during that month in a PROMISE JOBS component or other FIA activity for which expense allowance payment is allowable under these rules and to which the client has been previously assigned.

93.110(8) Transportation overpayment. Payment for transportation shall be considered an overpayment subject to recovery in accordance with rule 441—93.151(239B) in the following instances:

a. When the participant attends none of the scheduled days of participation in a PROMISE JOBS activity, the entire transportation allowance shall be considered an overpayment. Recovery of the overpayment shall be initiated when it becomes clear that subsequent participation in the activity is not possible for reasons such as, but not limited to, family investment program ineligibility, establishment of a limited benefit plan or exemption from PROMISE JOBS participation requirements.

b. When the participant fails to attend 75 percent of the normally scheduled days of participation in either of the last two months of an ongoing PROMISE JOBS activity or in any transportation allowance period of an activity which has not been used for allowance adjustment as described at 93.110(6) "d," an overpayment is considered to have occurred. The amount to recover shall be the difference between the amount for the actual number of days attended and the amount for 75 percent of normally scheduled days. However, a transportation allowance overpayment does not occur for any month in which the participant leaves the PROMISE JOBS activity in order to enter employment.

441—93.111(239B) Assessment and assignment to other activities and components. PROMISE JOBS components and FIA options include assessment, job-seeking skills training, job search activities, monitored employment, basic education services, PROMISE JOBS OJT, work experience, unpaid community service, parenting skills training, postsecondary classroom training, FaDSS and other family development services, and the FIP-UP work program.

93.111(1) *Assessment.* The purpose of assessment is to provide for a thorough self-evaluation by the FIP participant or family and to provide a basis for PROMISE JOBS staff to determine employability potential and to determine the services that will be needed to achieve self-sufficiency through PROMISE JOBS and the FIA. Assessment shall be conducted so as to ensure that participants can make well-informed choices and PROMISE JOBS workers can provide appropriate guidance as they complete the FIA to achieve the earliest possible self-sufficiency for the FIP family. Assessment services shall be provided through coordination among PROMISE JOBS provider agencies.

Assessment services shall be delivered through options known as assessment I, assessment II, and assessment III. These options may be provided as separate services, delivered at appropriate times during the duration of the FIA, or may be delivered as a continuous service up to the level necessary to provide the assessment needed for participant and PROMISE JOBS worker decisions while completing the FIA.

a. Assessment I shall be provided for all FIP participants. PROMISE JOBS staff shall meet individually with FIP recipients who are referred to PROMISE JOBS and who choose to develop the FIA. This assessment meeting, at a minimum, shall assess the family's financial situation, family profile and goals, employment background, educational background, housing needs, child care needs, transportation needs, health care needs, family-size assessment and participant wishes regarding referral to family planning counseling, and other barriers which may require referral to entities other than PROMISE JOBS for services.

(1) Assessment I may be the level of assessment appropriate for persons for whom: a part-time job has the potential to become full-time; there is an expectation of securing immediate employment; there are obvious literacy or other basic education barriers; family responsibilities limit the time that can be dedicated toward achieving self-sufficiency; there are transportation barriers; or there are multiple barriers which indicate that FaDSS, other family development services, or other social services are appropriate before other significant steps can be taken toward self-sufficiency.

(2) Persons in these circumstances may, based on the results of assessment I, complete the FIA to participate in activities such as, but not limited to, monitored part-time or full-time employment, job search, PROMISE JOBS OJT, unpaid community service, parenting skills training, referral for family planning counseling, FaDSS or other family development services, other social services, or basic or remedial education, perhaps in conjunction with other services.

(3) The services of assessment I shall be provided in one individual session unless the PROMISE JOBS worker documents a need for additional time.

(4) Participants shall have the option of substituting for assessment I assessment information which they have completed with another agency or person such as, but not limited to, JTPA, Head Start, public housing authorities, child welfare workers, and family development services. Participants shall authorize PROMISE JOBS to obtain these assessment results by signing Form MH-2201-0, Consent to Release or Obtain Information. To be used in place of assessment I, the assessment results must contain all or nearly all of the items from paragraph "a" above and must have been completed within the past 12 months.

(5) Participants shall have the option to supplement assessment I with information in the manner as described in subparagraph (4) above and to establish communication between PROMISE JOBS staff and other agencies or persons in order to ensure that the family investment agreement activities do not conflict with any case plans which have already been established for the family. Authorizing this communication is not mandatory under the FIA but PROMISE JOBS staff shall have the authority to ask for verification of activities planned under another case plan when the participant reports conflicts.

b. Assessment II services shall be provided for those who, during assessment I, have no barriers to limit participation, have no specific career goal or plan, and need further assessment services to complete the FIA; and for those who are ready to advance to other components after completing a PROMISE JOBS activity or other services which were determined after assessment I and are part of the FIA.

(1) The services of assessment II may include, but are not limited to, literacy and aptitude testing, educational level and basic skills assessment, self-esteem building, interest assessment, exposure to nontraditional jobs, exposure to job-retention skills, goal setting, motivational exercises, exposure to job-seeking skills, and exposure to role models.

(2) Persons who complete assessment II may complete the FIA to participate in FIA activities such as, but not limited to, parenting skills training, referral for family counseling, job club or other job search activities, PROMISE JOBS OJT, work experience placement, or referral for entrepreneurial training.

(3) Assessment III services shall be provided for those who, during assessment I or II, request postsecondary classroom training as part of the FIA; or those whose previous participation indicates a need for and a likelihood of success in postsecondary classroom training.

c. Services of assessment III shall provide occupational specific assessment or guidance before completing the FIA for postsecondary classroom training. These services may be provided by PROMISE JOBS staff or other entities as arranged locally.

It is expected that assessment II and assessment III activities shall be provided in a maximum of 20 hours per week for each option unless the PROMISE JOBS worker documents a need for additional time.

d. FIP participants who previously participated in assessment options and then were canceled from FIP or entered an LBP may be required to participate in any assessment option again when the PROMISE JOBS worker determines that updated assessment is needed for development or amendment of the FIA.

e. Family development and self-sufficiency (FaDSS) program participants attend orientation but are not referred to assessment until the FaDSS grantee approves the assignment of the FaDSS participant to other PROMISE JOBS activities. FaDSS participants who have completed assessment in the past may be required to complete assessment again when the FaDSS grantee approves assignment to other PROMISE JOBS activities if the PROMISE JOBS worker believes that extended assessment is necessary to reassess the participant's abilities and circumstances.

f. Except for assessment activities which occur on the same day as orientation, persons participating in assessment options are eligible for allowances for transportation and child care needed to allow the scheduled participation. Persons who miss any portion of scheduled assessment services may be required to make up the missed portion of the sessions, based on worker judgment and participant needs. When make-up sessions are required, the participant shall not receive an additional transportation allowance, but necessary child care shall be paid.

g. A participant who has completed assessment I and who wishes to include postsecondary classroom training in the FIA shall be required to participate in assessment II and assessment III unless the participant is not required to do so because:

(1) The person had been accepted for training by either SEID or an ISHIP training provider.

(2) The person is already involved in approvable self-initiated training at the time of PROMISE JOBS orientation.

(3) Participation in assessment II and assessment III would interfere with training initiated by the participant after orientation and the training is approvable under PROMISE JOBS. Participants who initiate training after orientation are not considered self-initiated but are otherwise treated in accordance with rule 441—93.108(239B) or in accordance with 93.111(2).

93.111(2) *Assessment-related restrictions on expense allowance assistance for self-initiated training.* When persons described at 93.111(1) “g”(2) and (3) are still within the first quarter or semester of involvement with the training program that they have chosen, expense allowance assistance through PROMISE JOBS cannot be approved, even if the training is otherwise approvable, until the persons have completed the assessment II and assessment III options or have successfully completed the first quarter or semester of the training program in accordance with the requirements of the educational institution being attended. Persons involved in training programs where quarters or semesters are not used must successfully complete four months of the training program before assistance can begin, except for SEID and ISHIP participants who are exempt from the limitations of this paragraph. Otherwise, assistance shall only be approved effective with the second quarter or semester, or with the fifth month of participation in the training program, as applicable to the client’s situation.

93.111(3) *Requirements for parents aged 19 and younger.* Assessment and development of FIA options shall follow these guidelines for parents under the age of 20.

a. Parents under the age of 16 who have not completed high school shall be expected to use enrollment or continued attendance in high school completion as a first step in the FIA.

b. Parents aged 16 or 17 who have not completed high school shall be expected to use enrollment or continued attendance in high school completion or the GED program as a first step in the FIA. Participants deemed incapable of participating in these activities by the local education agency shall choose other FIA options.

c. Parents who are aged 18 or 19 who have not completed high school shall be expected to use enrollment or continued attendance in high school completion or the GED program as a first step in the FIA if assessment indicates the participants are capable of completing regular high school, alternate high school, or GED. Participants deemed incapable of participating in these activities shall choose other FIA options.

d. For parents aged 19 and younger, the FIA shall include parenting skills training as described at rule 441—93.116(239B) or the case file shall include documentation that this requirement has been fulfilled.

e. For unmarried parents aged 17 and younger, who do not live with a parent or legal guardian, with good cause as described at 441—subrule 41.22(16), the FIA shall include FaDSS, as described at 441—Chapter 165, or other family development services, as described at rule 441—93.119(239B). The FaDSS or other family development services shall continue after the parent is aged 18 only when both the participant and the family development worker believe that the services are needed for the family to reach self-sufficiency.

93.111(4) *Participation after completion of appropriate assessment.* After completion of the appropriate assessment level, participants shall be referred for the PROMISE JOBS component services or supportive services which are designated in the completed FIA.

93.111(5) *Retention of a training slot.* Once a person has been assigned a PROMISE JOBS training slot, that person retains that training slot until FIP eligibility is lost for more than four consecutive months, an LBP chosen after completing an FIA is in effect, or the person becomes exempt from PROMISE JOBS and the person does not choose to volunteer to continue to participate in the program.

441—93.112(239B) Job search options. Employment is an emphasis of the FIA as described at rule 441—93.109(239B) and PROMISE JOBS participants shall have several options to search for work: job club, individual job search, and self-directed job search. The participant and the PROMISE JOBS workers shall incorporate into the self-sufficiency plan the job search option which is appropriate for the previous work history, skill level, and life circumstances of the participant. Job search contacts shall be documented by PROMISE JOBS staff or by participants, as appropriate. Participant documentation shall be provided as described at 93.135(3). For job search planning and reporting purposes, each in-person job search contact documented by the participant shall be considered to require one hour of participation.

93.112(1) Job club. Job club consists of one week of job-seeking skills training and two weeks of group job search. It is expected that job clubs will be designed to require at least 20 hours a week of participation in each week. However, less than 20 hours a week may be scheduled based on local office need and resources. Participants who choose job club shall receive a child care allowance, if required, and an allowance as described at 93.110(6) to cover costs of transportation, if required. The transportation allowance shall be paid in full at the start of participation.

Job-seeking skills training includes, but is not limited to: self-esteem building, goal attainment planning, résumé development, grooming, letters of application and follow-up letters, job application completion, job-retention skills, motivational exercises, identifying and eliminating employment barriers, positive impressions and self-marketing, finding job leads, obtaining interviews, use of telephones, interviewing skills development and practice interviewing.

a. All participants who choose the job club option shall receive one week of job-seeking skills training. Daily attendance during the one week of job-seeking skills training is necessary. Participants who miss any portion of the job-seeking skills training shall repeat the entire week of training.

(1) Participants who must repeat the job-seeking skills training because of absence due to reasons as described at rule 441—93.133(239B) shall receive an additional transportation allowance as described at 93.110(6) and required child care payment shall be made.

(2) Participants who must repeat job-seeking skills training for absence due to reasons other than those described at rule 441—93.133(239B) shall not receive an additional transportation allowance. Required child care payment shall be allowed.

b. Participants shall then take part in a structured employment search activity for a period not to exceed two weeks. Scheduled activities and required hours of participation shall reflect proven job search techniques and the employment environment of the community of the local office and may be varied due to the resources available and the needs of the participants.

Participants who choose job club shall make up absences which occur during the two-week job search period. Additional transportation allowances shall not be paid to these persons. Required child care payments shall be allowed.

c. Job club participants other than designated parents on FIP-UP cases who obtain employment of 86 or more but less than 129 hours per month may discontinue job club if part-time employment was the FIA goal.

d. Job club participants who, during participation, obtain part-time employment of less than 86 hours per month shall continue job club unless the scheduled job club hours conflict with the scheduled hours of employment. PROMISE JOBS participation shall be scheduled to occur during those hours where no conflict with work hours exists.

e. Refer to rule 441—93.122(239B) for job club participation requirements for FIP-UP designated parents.

f. Participants who do not complete the number of job searches required in the period of the job club have chosen the limited benefit plan. Policies at 441—93.132(239B), numbered paragraph “7,” rules 441—93.133(239B) and 441—93.134(239B) and subrule 93.138(3) apply.

93.112(2) *Individual job search.* The individual job search component shall be available to participants for whom job club is not appropriate or not available, such as, but not limited to, participants who have completed training or have recent ties with the work force. The total period for each episode of individual job search shall not exceed 12 weeks or three calendar months.

a. The participant shall, in consultation with PROMISE JOBS staff, design and provide a written plan of the individual job search activities. The plan shall contain a designated period of time, not to exceed four weeks or a calendar month, and the specific locations of the job search. It shall also contain, but not be limited to, information as specific as possible pertaining to, for example, areas of employment interest and employers to be contacted.

b. Participants who choose individual job search shall receive a child care allowance, if required, and an allowance as described at 93.110(6) to cover costs of transportation, if required.

(1) Payment for required child care shall be limited to 20 hours per week.

(2) The transportation allowance shall be paid in full at the start of each designated time period of the individual job search. The anticipated days for job search shall be included in the written plan so as to provide the most effective use of transportation funds. Transportation allowances for any missed days of job search activity shall be subject to transportation overpayment policies as described at 93.110(8).

c. Participants who do not complete the steps of the written plan of the individual job search have chosen the limited benefit plan. Policies at 441—93.132(239B), numbered paragraph “7,” rules 441—93.133(239B) and 441—93.134(239B), and subrule 93.138(3) apply.

93.112(3) *Self-directed job search.* PROMISE JOBS participants who indicate, during assessment I, a desire to complete a short-term FIA or who have achieved an FIA interim goal which should lead to employment shall be provided the option of first engaging in self-directed job search activities before beginning other FIA options. This option does not apply to parents under the age of 20 who are required to participate in high school completion activities and FIP-UP designated parents who are aged 20 and over.

a. The participant shall, in consultation with PROMISE JOBS staff, design and provide a written plan of job search activities. The plan shall contain a designated period of time, not to exceed four weeks or a calendar month, and the specific locations of the job search. It shall also contain, but not be limited to, information as specific as possible pertaining to, for example, areas of employment interest and employers to be contacted.

b. The participant shall not be required to provide documentation of the job search activities.

c. Transportation and child care allowances are not available for this job search option.

441—93.113(239B) Monitored employment. Employment leading to self-sufficiency is the goal of the FIA. Full-time employment or part-time employment are options under the FIA. Employment shall be the primary activity of the FIA whenever compatible with the self-sufficiency goal. Employment leading to better employment shall be an acceptable option under the FIA. Anticipated and actual hours of employment shall be verified by the participant, when not available from any other source, and documented in the case file. Transportation and child care allowances are not paid through PROMISE JOBS but are covered by FIP earned income deductions.

93.113(1) *Full-time employment.* Persons who become employed 30 or more hours per week (129 hours per month) while participating in PROMISE JOBS shall meet the obligations of the FIA by continuing in that employment if FIP eligibility continues and the end date of the FIA has not been reached. Persons who have not achieved self-sufficiency through full-time employment before the end date of the FIA may have the FIA extended. Persons who choose not to enter into the renegotiation process to extend the FIA shall be considered to have chosen the LBP.

93.113(2) *Part-time employment.* Persons who are employed less than 30 hours per week (129 hours per month) shall meet the obligations of the FIA by continuing employment at that level as long as that employment is part of the FIA. For some participants, this may be the only activity described in the self-sufficiency plan of the FIA. For other participants, in order to move to self-sufficiency at the earliest possible time, the FIA shall most often include part-time employment in combination with participation in other PROMISE JOBS activities such as, but not limited to, high school completion, GED, ABE, or ESL, unpaid community service, parenting skills training, or placement on a PROMISE JOBS waiting list.

441—93.114(239B) **Assignment to vocational classroom training.** Participants who demonstrate capability and who express a desire to participate shall be considered for enrollment in the PROMISE JOBS classroom training component. This component shall also be used to fund the costs of ABE, GED, or ESL and other high school completion activities described in these rules.

93.114(1) Classroom training means any academic or vocational training course of study which enables a participant to complete high school or improve one's ability to read and speak English, or which prepares the individual for a specific professional or vocational area of employment. A training plan shall be based on occupational evaluation and assessment as obtained in accordance with the assessment processes described at rule 441—93.111(239B).

a. The plan shall be approved for training facilities which are approved or registered with the state or accredited by an appropriate accrediting agency. Institutional training can be provided by both public and private agencies.

b. In addition, PROMISE JOBS workers may approve training from community action program agencies, churches, or other agencies providing training, if in the worker's judgment, the training is adequate and leads to the completion of the goal outlined in the employability plan.

c. Training from a particular training facility, community action program agency, church or other agency shall be approved when the worker determines that the training provider possesses appropriate and up-to-date equipment, has qualified instructors, adequate facilities, a complete curriculum, acceptable grade point requirements, a good job-placement history and demonstrates expenses of training that are reasonable and comparable to the costs of similar programs.

d. A participant's request for classroom training services shall be denied when it is determined through assessment that the participant will be unlikely to successfully complete the requested program. Form SS-1104-0, Notice of Decision-Services, shall be issued to the participant to inform the participant that the request for training is denied.

93.114(2) All family members who meet classroom training eligibility criteria shall be eligible for all program benefits, even when two or more family members are simultaneously participating and even if participation is at the same training facility and in the same program.

93.114(3) Academic workload requirements. With the exceptions noted below, participants are expected to maintain a full-time academic workload and to complete training within the minimum time frames specified for a given training program as established by the training facility. The time frames specified are maximums. Months required to complete the training plan cannot exceed these limits, whether full-time or part-time.

a. Months spent in ABE, GED, or ESL program do not count toward the time limits described below.

b. For purposes of the following participation limitations a month of participation is defined as a fiscal month or part thereof starting with the month PROMISE JOBS classroom training services begin. A fiscal month shall generally have starting and ending dates falling within two calendar months but shall only count as one month of participation.

c. Months of participation need not be consecutive.

d. Except for designated parents on FIP-UP cases, participants who are not in subsidized employment shall be allowed to maintain less than a full-time training workload provided that the months required to complete the training plan would not exceed 30 fiscal months for two-year degree programs and other vocational programs or 40 fiscal months for three- or four-year degree programs.

e. Designated parents on FIP-UP cases who are working at least 20 hours per week in a work experience activity or are in unsubsidized employment at least 20 hours per week shall be allowed to maintain less than a full-time training workload provided that the months required to complete the training plan would not exceed 40 fiscal months for two-year degree programs and other vocational programs or 50 fiscal months for three- or four-year degree programs.

f. Except for designated parents on FIP-UP cases, participants who are in unsubsidized employment and in a classroom training component simultaneously for a total of 24 hours per week or more shall be allowed to maintain less than a full-time, but at least a half-time, training workload provided that the months required to complete the training plan would not exceed 40 fiscal months for two-year degree programs and other vocational programs or 50 fiscal months for three- or four-year degree programs.

93.114(4) Clients enrolled in ABE, GED, or ESL programs must be able to complete training in the time determined by testing unless the PROMISE JOBS worker and, if appropriate, the client's academic advisor or instructor agree that additional time should be allowed. Under no circumstances, however, shall more than six additional months be allowed. Additional time shall not be allowed if, as a result, months required to complete training would exceed 24 for ABE or GED or 12 months for ESL.

93.114(5) Clients who have not completed a high school education may be required to do so before other vocational training courses may be arranged. GED or high school training courses and vocational training may run concurrently. Unless under the age of 18, clients may be approved to return to regular high school only when they can graduate within one year of their normal graduation date.

93.114(6) Testing and grade transcripts before training plan approval. Prior to training plan approval and as part of the continuing assessment process described at rule 441—93.111(239B), staff may require that clients take nationally recognized vocational tests, including the general aptitude test battery, as well as provide grade transcripts from previous training.

93.114(7) Testing prior to plan approval. Prior to plan approval for a client requesting GED, adult basic education, or English as a second language training, testing shall be conducted, when available, to determine a projected length of time for which the plan shall be approved. In regard to GED testing, a transportation allowance as described at subrule 93.10(6) and child care expenses shall be allowed if required in order for the client to participate.

93.114(8) Academic achievement requirements. Clients shall maintain the minimum cumulative grade point average required by the training facility which the client attends. If at the end of any term, a client's cumulative grade point average drops to less than that required by the training facility, the client shall be placed on probation for the next term when the counselor or the lead instructor in the educational program verifies in writing that the student's capability to complete the program has been demonstrated through regular class participation, practical application of course content, or successful work in other courses so that there is an excellent likelihood the student will raise the grade point to the acceptable level in the next semester, that the student will be able to raise the grade point average to the acceptable level through successful completion of the remaining coursework and tests, and that the student can still be expected to complete the program satisfactorily within the maximum participation period as required by subrule 93.114(3). This rule does not apply to parents under the age of 18 who are attending high school completion programs.

93.114(9) Clients are expected to maintain a full-time workload as defined by the training facility unless the department or designee has given approval to carry fewer hours in accordance with other requirements of these rules, for example, subrule 93.114(3). A half-time workload shall also be defined by the training facility when this is needed under other provisions of these rules, as in paragraph 93.114(3) "*f.*"

93.114(10) Client responsibilities for plan approval. In order to have a plan approved, clients have the following responsibilities:

- a.* Rescinded IAB 5/13/92, effective 7/1/92.
- b.* A client must provide all information required to approve a Family Investment Agreement, Form 470-3095, and FIA Steps to Achieve Self-Sufficiency, Form 470-3096, which include vocational classroom training as an interim goal.
- c.* Rescinded IAB 10/8/97, effective 11/12/97.

93.114(11) Approvable training plans. In order to have a plan approved, the plan must meet certain criteria:

a. Training plans shall include a specific goal, that is, high school completion, improved English skills, development of specific academic or vocational skills, completion of which shall not exceed a maximum of 24 months of participation to complete high school, GED, or adult basic education, a maximum of 12 months to complete English as a second language classes, or shall not exceed the maximum participation limits for postsecondary classroom training as described in subrule 93.114(3). Up to an additional 12 months of ESL training may be allowed when need is determined by PROMISE JOBS staff. If the client is under the age of 18, the 24-month maximum to complete high school activities does not apply.

b. Training may be approved for high school completion activities, adult basic education, GED, English as a second language, and postsecondary education up to and including a baccalaureate degree program. In addition, the following training may be approved:

- (1) Previously completed courses or training only when intended as a brush up.
- (2) Correspondence courses only when the courses are required but not offered by a training facility attended by the client.

(3) Out-of-state training only when similar training is not available in-state, when required relocation to attend an in-state facility would be unnecessary by attending an out-of-state facility, or the only in-state facilities within commuting distance are private schools where tuition charges are higher than an out-of-state facility which is within commuting distance.

(4) College programs which lead to an associate of arts. Baccalaureate degree programs for clients not first pursuing an associate of arts degree may be approved only when the client has already earned all freshman credits and can enter the training facility as a sophomore.

(5) Continuing advanced training in the same vocational area, providing this training combined with previously completed training under this program does not exceed the maximum participation limits as described in subrule 93.114(3).

(6) Clients who complete a PROMISE JOBS-funded training program or who participate in PROMISE JOBS-funded training for the maximum participation limit as described in subrule 93.114(3) without completing the training program shall be considered for a new maximum participation period of training in a different vocational area only when a minimum of five years has elapsed since training was completed or the maximum participation period ended, unless labor market statistics document that employment is not available in the field in which the original training was received or the client has been unable to find employment in that field, despite a good faith effort, within two years of completing the training program or within two years of the end of the maximum participation period. Clients who drop out of a training program within the maximum participation period as described in subrule 93.114(3) and later reapply for classroom training shall be entitled only to any remaining months in the original maximum participation period.

(7) Prerequisite courses when they are required by a specific training program. Clients who fail to earn required grades for admission to a chosen program will not be approved to repeat these courses.

(8) Remedial coursework for one term when need is determined by testing conducted by the training facility.

(9) Summer school only when it does not result in additional PROMISE JOBS expenditures over those of a normal academic year unless required classes are only available during summer session, participation reduces the total length of time required to complete training, or summer attendance is required to maintain normal academic progress as defined elsewhere in these rules.

(10) College coursework, other than for an advanced degree, for clients already possessing a baccalaureate degree in order to obtain a teaching certificate.

(11) Continuing education units for clients only when needed to be recertified or retrained to reenter a field in which they were previously trained or employed.

c. No plan shall be approved for the following:

(1) The duration of the plan exceeds the known length of time during which the client will remain eligible for family investment program assistance.

(2) When available labor market statistics for a local area indicate low employment potential. Exceptions may be made when the client has a job offer prior to entering the training or if a client is willing to relocate after training to an area where there is employment potential. Clients willing to relocate must provide documentation from the department of workforce development, private employment agencies, or employers that jobs paying at least minimum wage for which training is being requested are available in the locale specified by the client.

(3) Jobs paying less than minimum wage.

(4) College coursework for a client who possesses a baccalaureate degree unless coursework is to obtain a teaching certificate or complete continuing education units in accordance with policy elsewhere in these rules.

(5) Plans containing requests for rings, pins, pictures, rental of graduation gowns, elective courses which require, in addition to books, expenditures for special equipment, for example, photography or art supplies, or field trips; and other items that are not required to complete training for a vocational goal.

(6) It is intended that clients shall become employed immediately after completing training. A training plan shall therefore be denied when a client states no intent of pursuing employment after training is completed.

(7) The course or training is one which the client has previously completed.

(8) The client was previously unable to maintain the cumulative grade point average required by the training facility in the same training for which application is now being made. This rule does not apply to parents under the age of 18 who are enrolled in high school completion activities.

(9) Training may be denied in any vocational area where PROMISE JOBS classroom training statistics or statistics from the former individual education and training plan program, based on statistics for the 24-month period prior to the date of application, document that the training completion rate or the entry to employment rate is less than 25 percent.

d. When a person described at 93.111(1) "g"(2) and (3) is still within the first quarter or semester of involvement in the person's chosen training program, expense allowances cannot be approved, even if the training is otherwise approvable, until the person has completed assessment or has successfully completed the first quarter or semester of the training program in accordance with the requirements of the educational institution. Persons involved in training programs where quarters or semesters are not used must successfully complete four months of the training program before assistance can begin.

Assistance shall be approved effective with the second quarter or semester, or with the fifth month of participation in the training program, as applicable to the client's situation.

93.114(12) Participation allowances. An allowance shall be made for certain expenses of training. Participants enrolled in high school completion, GED, ABE, ESL, or an approvable postsecondary vocational classroom training plan shall be eligible for payment for the following expenses of training when required for participation: child care; transportation; enrollment, school testing or school application fees; educational grant or scholarship application fees; certification and testing fees, travel costs required for certification or testing; and certain practicum expenses as described in 93.114(12) "a"(4).

In addition, participants enrolled in high school completion, GED, ABE, ESL, or short-term training programs of 29 weeks or less shall be eligible for consideration of payment for any direct education costs. Direct education costs are tuition, books, fees including graduation, basic school supplies, specific supplies related to obtaining credit for a course and required of all students in a course, and required uniforms.

PROMISE JOBS is authorized to provide payment for expenses allowable under these rules to the training facility for the educational expenses of tuition and fees and books and supplies which are provided by the facility and billed to the PROMISE JOBS participant. Payment may also be made to the client in those situations where this is determined to be appropriate by the PROMISE JOBS worker.

a. PROMISE JOBS allowances for classroom training are limited as follows:

(1) Rescinded IAB 10/8/97, effective 11/12/97.

(2) Tuition allowances for all other programs (high school completion, GED, ABE, ESL, or short-term training programs of 29 weeks or less) shall not exceed the rate charged by the state of Iowa area school located nearest to the participant's residence which offers a course program comparable to the one in which the participant plans to enroll. If an area school in Iowa does not offer a comparable program, the maximum tuition rate payment shall not exceed the Iowa resident rate charged by the area school located nearest to the participant's residence.

(3) A standard allowance of \$10 per term or actual cost, whichever is higher, for basic school supplies shall be allowed for those participants who request it. A claim for actual costs higher than \$10 must be verified by receipts.

(4) A per diem allowance of \$10 for living costs during a practicum shall be allowed when the practicum is required by the curriculum of the training facility, would require a round-trip commuting time of three hours or more per day, and is not available closer to the client's home. If practicum earnings or any nonreimbursable assistance is available to meet practicum living costs, no allowance shall be made.

(5) Allowances may also be authorized to meet the costs of travel required for certification and testing, not to exceed the transportation allowance as described at 93.110(6) and the current state employee reimbursement rate for meals and lodging.

(6) No allowance shall be made for any item that is being paid for through earnings that are diverted for that purpose.

(7) Funds may not be used to purchase supplies to enable a participant to begin a private business.

b. Participants shall submit Form PA-8121-5, Estimate of Cost, to initiate allowances or change the amount of payment for expenses other than child care. Clients shall submit Form 470-3281, Child Care Estimate of Cost, to initiate child care payments or change the amount of child care payments. Participants shall use PROMISE JOBS allowances which they receive to pay authorized expenses.

c. Participants shall furnish receipts for expenditures which they pay, except for transportation allowances. Failure to provide receipts will preclude additional payments.

d. Receipts may be requested for allowances paid directly to the training provider if the PROMISE JOBS worker determines it is appropriate.

93.114(13) Payment of allowances.

a. Participant eligibility for payment of transportation and child care allowances shall commence for that month that the participant begins training under an approved plan or is removed from a waiting list as described at 93.105(3), whichever is later, and shall be terminated when training is terminated.

b. PROMISE JOBS responsibility for financial assistance begins with that month during which the participant begins training under an approved plan or is removed from a waiting list as described at 93.105(3), whichever is later.

c. Retroactive payments of transportation and child care and allowable direct education costs shall only be allowed under the following conditions:

(1) If plan approval or removal from a waiting list as described at 93.105(3), whichever is later, occurs after the start of the term due to administrative delay or worker delay, payments shall be approved retroactive to the start of the term for which the plan is approved or removal from the waiting list is authorized. If costs were already paid by the participant with private resources, the participant shall be reimbursed.

(2) If plan approval or removal from a waiting list as described at 93.105(3), whichever is later, is delayed due to the suspension of FIP benefits, retroactive payments for the month of suspension shall be made. If costs were already paid by the participant with private resources, the participant shall be reimbursed.

(3) If plan approval is delayed due to the fault of the participant, payment eligibility shall begin with the first day of the month during which the plan is approved or the month in which the participant is removed from a waiting list as described at 93.105(3), whichever is later. In this instance, there shall be no reimbursement for costs already paid by the participant.

d. Rescinded IAB 1/1/97, effective 3/1/97.

e. When a participant receives transportation payments from another program which equals or exceeds that possible under PROMISE JOBS, transportation shall not be paid by PROMISE JOBS for any month covered by the other program. When the amount received from another program is less than that possible under PROMISE JOBS, a supplemental payment may be made as long as the combined payment does not exceed that normally paid by PROMISE JOBS.

f. Payments shall not exceed the rate that the provider would charge a private individual.

93.114(14) Completion or termination of a training plan.

a. Participants who successfully complete their training plans may keep any books or supplies, including tools, which were purchased with PROMISE JOBS funds.

b. Participants who do not complete their training program and do not obtain training-related employment within 60 days of leaving training shall return all reusable supplies, including books and tools, but not clothing, purchased by PROMISE JOBS.

(1) Staff are authorized to donate to nonprofit organizations any items which they determine are unusable by the program.

(2) When tools are not returned, the amount of the PROMISE JOBS payment shall be considered an overpayment unless the participant verifies theft of the tools through documentation of timely report to a law enforcement agency.

c. When a participant enrolled in the classroom training component chooses the limited benefit plan, the participant shall be denied additional PROMISE JOBS-funded classroom training services for a minimum of one year from the effective date of the LBP. This one-year period of denied classroom training service does not apply to participants who are under the age of 18 and who are required to participate in high school completion activities.

d. A worker shall terminate a training plan and offer the participant the opportunity to renegotiate and amend the FIA when the participant, after a school term of probation as described in subrule 93.114(8), is unable to achieve the cumulative grade point average required by the training facility. This paragraph does not apply to parents under the age of 18 who are enrolled in high school completion activities.

e. A worker may terminate a training plan and offer the opportunity to renegotiate and amend the FIA when it can be documented that the participant's continuation in the training program is detrimental to family functioning. This paragraph does not apply to parents under the age of 18 who are enrolled in high school completion activities.

f. LBP resolution policies at subrule 93.138(3) apply when the classroom training participant chooses the LBP in the following circumstances:

(1) The participant fails to appear for two consecutive scheduled appointments with the worker without good cause. The client shall have been notified of the appointments in writing.

(2) The participant refuses or fails to apply for outside funding resources when it is known that these sources are available.

(3) The participant states that there is no intent to become employed after completing training.

(4) The participant fails to cooperate in providing information concerning grades, academic progress, financial resources, change of address, change of telephone number, or change of family composition.

(5) The participant fails to provide verification, as described at subrule 93.135(2), of hours of attendance in an educational program.

(6) The participant misuses expense allowances to the extent that the training plan is no longer achievable.

(7) The participant knowingly provides receipts or any other written statements which have been altered, forged, or, in any way, are not authentic.

(8) The participant withdraws from courses or from the training program without prior PROMISE JOBS approval.

Policies at rules 441—93.133(239B) and 441—93.134(239B) apply to all of the above.

g. When it becomes apparent that the participant cannot complete the training plan within the maximum participation limit, as described at 93.114(3), the PROMISE JOBS worker shall determine whether termination of the training plan is appropriate.

(1) When the participant cannot complete the training plan within the maximum participation limit as described at subrule 93.114(3), the worker shall continue the plan and pay expenses, if appropriate, up to the limit of the maximum participation limit when the counselor or lead instructor in the educational program verifies in writing that the student's progress or achievement meets the grade-point requirement, and the student's interest and participation indicate there is likelihood of successful completion of the program, and the remaining coursework could be completed within the additional six-month period of time. In addition, the student must be able to demonstrate access to financial resources which will enable completion of the program during the additional six months.

(2) In addition, when it is determined that the participant can complete the training plan within six months after the expiration of the maximum participation limit described at 93.114(3), the worker shall waive participation in other components after the end of the maximum participation period as long as the participant is attending the training facility.

(3) The PROMISE JOBS worker shall terminate the training plan at the point in time when it becomes obvious that the participant cannot complete the training plan within six months after expiration of the maximum participation period described at 93.114(3).

h. Rescinded IAB 9/11/96, effective 11/1/96.

i. Participants who choose the LBP as described at subparagraphs 93.114(14) "f"(6) and (7), or participants who fail to return supplies, when required, shall not be eligible for future classroom training services for a period of two years. The two-year period shall begin with the effective date of the LBP or the effective date of a notice of decision which cancels the classroom training plan, whichever is appropriate.

(1) In addition, future classroom training services shall not be approved unless receipts for previous allowances are provided; PROMISE JOBS-funded items, when required, are returned; or the value of the items is refunded.

(2) When the amount of the PROMISE JOBS payment for tools has been considered an overpayment as described in 93.114(14) "b"(2), the participant may refund the claim balance as recorded in the Overpayment Recovery System to meet this requirement.

93.114(15) *Maximum limit on PROMISE JOBS funding.* Notwithstanding subrules 93.114(1) through 93.114(14), any participant who develops one or more FIAs on or after July 1, 1996, that include approvable postsecondary vocational classroom training shall be eligible for consideration for PROMISE JOBS expenses allowable under these rules for no more than 24 months within a 36-consecutive-month period. Except for this funding limit, all other policies at subrules 93.114(1) to 93.114(14) apply, including the established time frames described in 93.114(3) and 93.114(14) "g," for including postsecondary vocational classroom training in the FIA, without requiring other FIA activities.

a. For purposes of this subrule, an FIA is considered to be developed when it is signed by a FIP participant who has never before signed an FIA or who must sign another FIA because FIP eligibility has been reestablished after FIP reapplication with a break in FIP assistance of more than one month.

b. The period of 36 consecutive months begins with the first month that the participant is eligible for consideration for PROMISE JOBS expense allowances. It is not altered by breaks in FIP assistance or breaks from the postsecondary vocational classroom training activity.

c. The period of 24 months of eligibility for PROMISE JOBS expense allowances under these rules begins with the first month that the participant is eligible for consideration for PROMISE JOBS expense allowances. A month is considered funded even if no allowance is issued because the client has no expense in a month.

441—93.115(239B) Unpaid community service. Unpaid community service shall provide participants with opportunities to establish or reestablish contact with the work force in a nonthreatening environment while providing services which are of direct benefit to the community.

93.115(1) *Unpaid community service work sites.* Unpaid community service work sites shall be public or private nonprofit organizations.

a. When the participant and the PROMISE JOBS worker agree that an unpaid community service placement is appropriate, the participant is responsible for locating and making arrangements with the work site.

b. The PROMISE JOBS provider agencies shall develop local listings of potential unpaid community service work sites which participants can use when selecting a work site.

c. Work site organizations which provide unpaid community service work sites shall receive a written explanation of the following placement criteria. The placement shall:

- (1) Not be related to political, electoral or partisan activities.
- (2) Not be developed in response to or in any way associated with the existence of a strike, lockout or other bona fide labor dispute.
- (3) Not violate any existing labor agreement between employees and employer.
- (4) Comply with applicable state and federal health and safety standards.
- (5) Not be used by work site organizations to displace current employees or to infringe on their promotional opportunities, shall not be used in place of hiring staff for established vacant positions, and shall not result in placement of a participant in a position when any other person is on layoff from the same or an equivalent position in the same unit.

93.115(2) *Appropriate use of unpaid community service.* The unpaid community service component is expected to be used by participants for whom more intensive efforts toward self-sufficiency are not appropriate at the moment. Participants may combine this activity with another such as, but not limited to, GED or other high school completion, ESL, FaDSS or other family development services, and parenting skills training. It is expected that the unpaid community service work site will be less demanding than work experience placements and specific skills-training tasks are not required.

93.115(3) *Participation requirements.*

a. Formal interviews are not required to establish the relationship between the participant and the work site organization.

b. The length of the work site assignment and the weekly hours of participation will be determined through agreement among the work site organization, the participant, and the PROMISE JOBS worker.

c. The director (or designee) of the work site organization shall be asked to verify the monthly hours of participation using Form 470-3097, Unpaid Community Service Monthly Report, provided by the PROMISE JOBS provider agencies.

93.115(4) *Allowances for unpaid community service placement.* Unpaid community service work sites may offer on-site child care and other participant-friendly services. A child care allowance and a transportation allowance for each month of participation or part thereof, as described at subrule 93.110(6), shall be paid if these services are not provided by the work site organization and are required for participation.

441—93.116(239B) Parenting skills training.

93.116(1) *Parents aged 20 and over.* For parents aged 20 and over when the FIA is signed, activities which strengthen the participant's ability to be a better parent can be approvable training under PROMISE JOBS and may be included in the FIA as long as the participant is active in at least one other PROMISE JOBS component. Parents aged 20 and over who do not carry out the parenting skills training described in the FIA have chosen the LBP, unless family circumstances warrant renegotiation and amendment of the FIA.

93.116(2) *Parents aged 19 and younger.* Parents aged 19 and younger when the FIA is signed are required to include parenting skills training in the FIA.

a. The FIA shall be written or renegotiated and amended to include specific plans for parenting skills training, with provider name and beginning and ending date. The scheduled training may be in the future to accommodate availability of provider resources. However, it shall occur as soon as is compatible with the circumstances of the family, the other activities in the FIA, and the availability of provider resources, except as specified at subrule 93.105(3).

b. Parents aged 19 and younger are not required to be active in another PROMISE JOBS component to be eligible for parenting skills training. Other PROMISE JOBS components are included in the FIA according to policies at rule 441—93.109(239B).

c. Parents aged 19 and younger who do not include parenting skills training in the FIA or do not carry out the parenting skills training described in the FIA have chosen the LBP. Policies regarding problems with participation, rule 441—93.133(239B), and barriers to participation, rule 441—93.134(239B), apply.

d. Parents who sign the FIA while the age of 19 and younger shall honor the duration of the parenting skills training as arranged under policies in subrule 93.116(6) when they become the age of 20 before the training is completed, as long as their FIA responsibility continues.

93.116(3) *Expense allowances.* For participants described in subrules 93.116(1) and 93.116(2), a child care allowance and a transportation allowance for each month of participation, or part thereof, as described at subrule 93.110(6), shall be paid if these services are not provided by any other entity and are required for participation. Payment for tuition, fees, or books and supplies shall be paid only when parenting skills training is not available from a nonreimbursable source in the SDA.

a. PROMISE JOBS shall not pay allowances for any of these expenses which can be covered by student financial aid in postsecondary educational institutions as provided elsewhere in these rules.

b. If the participant chooses to continue with the parenting skills training program beyond the designated period of participation described in subrule 93.116(6), PROMISE JOBS responsibility for payment of expense allowances shall not extend beyond the designated period unless completion is delayed by problems with participation or barriers to participation.

93.116(4) *Approvable providers.* The following sources are approvable providers for parenting skills training:

a. High school departments of family and consumer sciences which offer child development, family relationships, or parenting classes and alternative high school programs for pregnant and parenting teens.

b. Community colleges, other associate-degree institutions, and baccalaureate-degree institutions which offer child development, family relationships, or parenting classes.

c. Area education agencies; child abuse prevention programs; child and adult food program sponsors; child care resource and referral agencies; family resource centers; maternal and child health centers; Family Development and Self-Sufficiency program grantees and other family development providers; Head Start, Head Start Parent and Child Centers, and Early Head Start programs; Iowa State University Extension services such as, but not limit to, the “Best Beginnings” program; rehabilitative treatment services such as family-centered services, and family preservation as described in 441—Chapter 185; private nonprofit social service agencies, and young parent support and information organizations.

93.116(5) *Other approvable providers.* Other providers of parenting skills training are approvable as long as they offer training within the time frames described at subrule 93.116(6) and have five of these six elements: child growth and development, child health and nutrition, child safety, positive discipline, relationships, and life skills.

93.116(6) *Duration for parenting skills training.*

a. The planned duration of the parenting skills training shall be determined by agreement between the participant and the training provider within the limits described in paragraph “b.” In consultation with PROMISE JOBS staff, the participant and the provider shall design a written agreement and provide a copy to PROMISE JOBS. The agreement shall designate the period of time during which the mandatory parenting skills training requirement will be fulfilled. A notice of decision from the department regarding rehabilitative treatment services such as family-centered services, and family preservation, as described in 441—Chapter 185, which contains a specific time period of service may be used in lieu of the agreement. The period of time in the agreement or notice of decision shall be included in the FIA. Participants who fail to carry out this step in the FIA shall be choosing the LBP.

b. The planned mandatory duration of training by providers shall be limited as follows:

(1) Services from providers described in paragraph 93.116(4) “a” shall be limited to a minimum of one semester and a maximum of two semesters.

(2) Services from providers described in paragraph 93.116(4) “b” shall be limited to one semester or two quarters.

(3) Services from providers described in paragraph 93.116(4) “c” and in subrule 93.116(5) shall be limited to a minimum of six contact hours or six weeks, whichever comes first, and to a maximum of 26 contact hours or six calendar months, whichever comes first.

93.116(7) *Other policies specific to parents aged 19 or younger.*

a. Parents aged 19 or younger who have satisfactorily completed parenting skills training before signing the FIA may be excused from the requirement when documentation of the successful completion is provided before the FIA is signed.

b. Parents aged 19 or younger who are participating in a parenting skills training program at the time the FIA is signed shall be allowed to continue in that program, if they choose, as long as the provider appears in subrule 93.116(4) or meets the requirements of subrule 93.116(5) and documentation of enrollment is provided. An agreement as described in paragraph 93.116(6) “a,” or the time period of rehabilitative services included in a notice of decision from the department, shall be used to determine the remaining training time to be included in the FIA.

c. In any month, PROMISE JOBS shall give priority for orientation or assessment services to parents who are already the age of 19 in order to establish their responsibility for parenting classes before they are the age of 20. This applies to those who are scheduled for orientation, still in assessment, and to those who have an FIA which must be renegotiated and amended.

93.116(8) *Training phase-in.* PROMISE JOBS shall phase in the inclusion of parenting skills training into the FIAs of parents aged 19 or younger who are current PROMISE JOBS participants and are in PROMISE JOBS assessment or who already have an FIA on November 1, 1996.

a. PROMISE JOBS shall, before February 1, 1997, complete the process of including parenting skills training in the FIA for all parents aged 19 or younger who were referred to PROMISE JOBS before November 1, 1996.

b. Each FIA shall be written or renegotiated and amended to include specific plans, with provider name and beginning and ending date, for parenting skills training. The training shall begin as soon as is compatible with the circumstances of the family, the other activities in the FIA, and the availability of provider resources, except as specified at subrule 93.105(3), but no later than September 1, 1997. If the parent does not participate in the renegotiation and amendment process, this is considered choosing the LBP.

441—93.117(239B) Health and safety. The PROMISE JOBS staff may require a person to complete a physical examination prior to including a particular PROMISE JOBS component or other activity in the FIA when a participant specifies or exhibits any physical conditions which might jeopardize successful participation in the program.

93.117(1) Physician's report. The physician should indicate to the best of the physician's knowledge that the person is capable of completing the FIA activity or continuing with appropriate employment.

93.117(2) Rescinded IAB 12/8/93, effective 1/1/94.

93.117(3) Safety precautions. If the FIA activity is so hazardous that safety glasses, hard hats, and so forth are needed, participation shall not be arranged or approved unless these safety precautions are available.

441—93.118(239B) Family planning. Referral for family planning is an optional service which shall be offered to each participant. It is not a component of PROMISE JOBS. LBP policies do not apply to participants who choose not to include family planning counseling in the FIA Steps to Self-Sufficiency or who do not carry out the steps of family planning counseling.

PROMISE JOBS staff shall discuss orally and in writing the financial implications of newly born children on the participant's family during PROMISE JOBS assessment, using Form WI-2101, Self-Assessment, or other form approved by the department which includes analysis of changes in family expenses due to additions to the family. In addition, PROMISE JOBS staff shall review information about the basics of family planning and provide a listing of resources in the participant's county of residence or the SDA.

The FIA shall record participant response to the option of referral for family planning counseling. It is not acceptable for the FIA to have family planning counseling as the only step of the FIA.

Participants referred to PROMISE JOBS before the effective date of this policy shall be given the opportunity to choose whether to include family planning counseling in the FIA. Those who desire to do so shall include family planning counseling in the FIA at the next PROMISE JOBS office visit required to review FIA progress or to renegotiate and amend the FIA for other reasons.

441—93.119(239B) PROMISE JOBS family development. PROMISE JOBS family development services are support services, other than FaDSS, for PROMISE JOBS families at risk of long-term dependency on public assistance. The services are designed to promote, empower, and nurture the family to self-sufficiency and healthy reintegration into the community. PROMISE JOBS family development services shall be provided by a family development specialist certified by the University of Iowa College of Social Work, National Resource Center on Family-Based Services, or provided under a plan that has been approved by the family development and self-sufficiency council of the department of human services.

PROMISE JOBS may arrange for family development services from entities that meet one of the above criteria wherever these are available.

Acceptance of family development services by participants is voluntary except as described at subparagraph 93.109(2)"b"(5).

441—93.120(249C) Completion or termination of a plan. Rescinded IAB 12/8/93, effective 1/1/94.

441—93.121(239B) Assignment to work experience.

93.121(1) Work experience requirements. Work experience shall combine work site assignment and job search activities.

a. Participants who choose work experience placement shall be assigned to work sites on a schedule which uses eight hours per day, between the hours of 8 a.m. and 6 p.m., Monday through Friday, unless the participant agrees to another schedule. The number of days per week shall be determined by agreement among the participant, the sponsor, and the PROMISE JOBS worker, with a maximum of four days and a minimum of one day. The number of days, the scheduled hours, and the length of the assignment shall reflect the assessed needs of the participant and the needs of the sponsor, using the standard that participation shall be equivalent to the level of commitment required for full-time employment or significant so as to move toward that level.

b. Work experience placements may be combined with monitored employment or with participation in other PROMISE JOBS activities such as, but not limited to, GED or other high school completion activities, parenting skills training, postsecondary classroom training, or placement on a PROMISE JOBS waiting list for postsecondary classroom training.

c. In addition to work experience placement, participants shall also engage in job-seeking activities one day per week unless they are also participating in classroom training activities.

Job-seeking activities for work experience participants shall include contacting a minimum of five employers per week unless fewer are specified by staff. Job search contacts shall be documented as described at 93.135(3).

d. Each work experience assignment shall not exceed six months in duration. Persons who complete a work experience assignment may move to another option as provided under the FIA, be assigned to a different work site, or be reassigned to the same work site, whichever is appropriate under the FIA.

e. Participants who are assigned to work experience may move to another component to facilitate regular employment before completing the months of the assignment when it is felt that sufficient work experience has been gained.

93.121(2) Work sites shall provide participants with work experience and on-the-job training opportunities while providing services which are of direct benefit to the community. Work sites shall be limited to public and nonprofit agencies. Participants may be placed at work sites with religious institutions only when work performed is nonsectarian and not in support of sectarian activities. Participants may not be used to replace regular employees in the performance of nonsectarian work for the purpose of enabling regular employees to engage in sectarian activities.

93.121(3) Employers who participate in the work experience program shall be referred to as sponsors. Sponsors who request work experience participant placements shall complete Form WI-3302-0, Sponsor's Request for WEP Placement, for each type of position which they wish to fill and shall include a complete job description specifying all tasks to be performed by the participant. Work experience positions must contain the same job description and performance requirements that would exist if the sponsor were hiring an individual for the same position. PROMISE JOBS has final authority to determine suitability of any work experience position offered by a sponsor. Work experience positions must meet additional criteria as follows:

- a. Shall not be related to political, electoral or partisan activities.
- b. Shall not be developed in response to or in any way associated with the existence of a strike, lockout or other bona fide labor dispute.
- c. Shall not violate any existing labor agreement between employees and employer.
- d. Shall comply with applicable state and federal health and safety standards.

e. Shall not be used by sponsors to displace current employees or to infringe on their promotional opportunities, shall not be used in place of hiring staff for established vacant positions, and shall not result in placement of a participant in a position when any other person is on layoff from the same or an equivalent position in the same unit.

93.121(4) Vocational skills and interests which the registrant possesses shall be matched as closely as possible with the job description and skills requirement specified by the sponsor.

93.121(5) Participants shall interview for and accept positions offered by work experience sponsors. Participants shall present Form WI-3303-0, Referral for WEP Placement, to the sponsor at the interview. The form shall be completed by the sponsor and returned to PROMISE JOBS.

93.121(6) Although sponsors are expected to accept for placement work experience referrals made by PROMISE JOBS, sponsors may refuse any referrals they deem inappropriate for the position which they have available. Sponsors shall not discriminate because of race, color, religion, sex, age, creed, physical or mental disability, political affiliation or national origin against any program participant. Sponsors who refuse a referral must notify PROMISE JOBS staff in writing of the reason for the refusal.

93.121(7) Sponsors shall complete and provide a monthly evaluation of the participant's performance using Form WI-1103-5, Work Experience Participant Evaluation, to PROMISE JOBS and the participant.

93.121(8) Sponsors shall complete Form WI-1103-5, Work Experience Participant Evaluation, at the time of termination for each work experience participant. When termination occurs at sponsor request the sponsor shall specify the reason for termination and identify those areas of individual performance which were unsatisfactory. For participants who leave to accept regular employment or reach their work experience placement time limit, the sponsor's evaluation shall indicate whether or not a positive job reference would be provided if the participant requested one.

93.121(9) Allowances for work experience placements. Participants assigned to work experience shall receive a child care allowance, if required, and a transportation allowance for each month or part thereof as described at subrule 93.110(6). The portion of the transportation allowance for job-seeking activities shall be determined by including the day of the job search obligation in the normally scheduled days used in the formulas described at subrule 93.110(6).

93.121(10) Required clothing and equipment. Clothing, shoes, gloves, and health and safety equipment for the performance of work at a work site under the program, which the participant does not already possess, shall be provided by the entity responsible for the work site or, in the case of safety equipment which the work site entity does not normally provide to employees, through PROMISE JOBS expense allowances. Under no circumstances shall participants be required to use their assistance or their income or resources to pay any portion of their participation costs.

a. Items which are provided by the entity responsible for the work site shall remain the property of the entity responsible for the work site, unless the participant and the entity agree to a different arrangement.

b. Safety equipment which the entity responsible for the work site does not normally provide to employees, including, but not limited to, steel-toed shoes, may be provided through PROMISE JOBS expense allowances up to a limit of \$100 per participant per work site assignment. Participants who complete the FIA activity keep the safety equipment. Participants who choose the limited benefit plan shall return all reusable safety equipment, excluding clothing.

441—93.122(239B) FIP-UP work program. When required to meet the federal requirements as described at 93.105(1) “c,” one parent from any FIP-UP case shall be enrolled into the FIP-UP work program upon call-up as described at 93.105(2), as one of the FIA options. When both parents are mandatory PROMISE JOBS participants or when one parent is a mandatory participant and one is a volunteer, the PROMISE JOBS worker shall consult with the parents before responsibility is assigned for the FIP-UP work program participation. When one parent is mandatory and one is exempt, the mandatory parent shall fulfill the responsibility for the FIP-UP work program. However, the exempt parent may volunteer for PROMISE JOBS in order to fulfill the responsibility for the FIP-UP work program participation. The parent obligated or chosen to fulfill this responsibility shall be known as the designated parent and the FIA shall include the appropriate FIP-UP work program activities for the designated parent. The designated parent shall complete Form 470-3282, FIP-UP Work Program Designated Parent Declaration, acknowledging that the information in this rule has been provided and that the LBP has been described.

93.122(1) Activities of the FIP-UP work program. The FIP-UP work program shall provide orientation, assessment I, job club, unsubsidized employment, and work experience activities for the designated parent.

93.122(2) Designated parent referral for appropriate activities. FIP-UP designated parents who do not find employment of 129 hours or more per month before completing job club shall be immediately referred for other appropriate designated parent activities.

93.122(3) Educational activities for FIP-UP designated parents under the age of 25.

a. FIP-UP designated parents under the age of 20 who have not completed high school or an equivalent course of education shall meet program participation requirements described at 93.105(1) “c” by participating in educational activities such as high school completion and GED as described at subrule 93.111(11) and English as a second language.

b. FIP-UP designated parents aged 20 through 24 who have not completed high school or an equivalent course of education will meet the FIP-UP work program participation requirement if they are participating in educational activities such as high school completion, GED, English as a second language, and adult basic education (ABE) and these activities are included in an FIA.

93.122(4) Applicable rules. All rules promulgated under 441—Chapter 93, Division II, shall apply to designated parents on FIP-UP cases unless otherwise noted.

93.122(5) Work experience assignment for FIP-UP designated parents. If the FIP-UP designated parent is in unsubsidized employment less than 20 hours per week, the hours of employment can be combined with work experience to total 24 hours per week of participation. If the designated parent is in unsubsidized employment for 20 or more hours per week, work experience is not required.

a. Designated parents on FIP-UP cases shall be assigned to work sites three days per week, eight hours per day, between the hours of 8 a.m. and 6 p.m., Monday through Friday, unless the participant agrees to another schedule, for six-calendar-month periods, at the end of which the participant shall be reassessed and, if appropriate, the designated parent’s FIA shall be revised. This revision may include assignment to a different work site, if one is available, or reassignment to the same work site, whichever is appropriate.

b. After each reassessment, a designated parent shall then be reassigned to a work site for another six-calendar-month period.

93.122(6) Recycling for FIP-UP designated parents. When a designated parent has completed three six-calendar-month periods of work experience, the designated parent shall be referred to the first available job club activity at workforce development. The participant shall remain in the work experience activity until transfer directly into a job club activity is possible. At the end of the job club activity, the designated parent shall be transferred back to JTPA for assignment to work experience with 30 days of transfer from workforce development.

441—93.123(239B) PROMISE JOBS on-the-job training (OJT). Under OJT, a PROMISE JOBS participant shall be hired by a private or public employer and, while engaged in productive work, receive training that provides knowledge or skills essential to the full and adequate performance of that job.

93.123(1) PROMISE JOBS OJT participants. PROMISE JOBS participants eligible for OJT shall be hard-to-place participants such as, but not limited to, those who lack work skills, have outdated skills, or have demonstrated difficulty in finding employment.

93.123(2) PROMISE JOBS OJT contracts. PROMISE JOBS SDA staff shall enter into a contract with the OJT employer for providing training and additional supervision to the participant, using a contract format established by the department or PROMISE JOBS provider agency designee which contains these requirements:

a. The participant is hired by the OJT employer after the contract is signed and is to be retained by the employer as a regular employee at the end of the OJT.

b. The job is full-time, defined as 30 or more hours per week.

c. The participant will engage in productive work.

d. The specific knowledge or skills to be gained through the training are described in detail.

e. The length of the training period is established as provided in subrule 93.123(4).

f. The participant is compensated by the employer at the same rates, including benefits and periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the federal or Iowa minimum wage, whichever is higher.

g. The employer shall provide training and additional supervision, if needed, to enable the participant to gain knowledge and skills essential to the job.

h. The rate and time of the compensation to reimburse the employer for training and additional supervision are established as described at subrule 93.123(3).

i. Qualitative and quantitative measures are established which the OJT employer, the PROMISE JOBS participant, and the department (through the PROMISE JOBS SDA staff as designees) shall use to determine whether the participant is making good or satisfactory progress in gaining the knowledge or skills described in the specific contract and whether the training shall continue.

j. An employer is required to provide a monthly report on good or satisfactory progress using Form 470-2617, PROMISE JOBS Time and Attendance, or other form which contains all of the elements of Form 470-2617, allowing reporting of good or satisfactory progress under the qualitative and quantitative measures included in the contract, and is approved by the department or the PROMISE JOBS provider agencies as designees.

93.123(3) PROMISE JOBS OJT employer reimbursement. The department shall have the administrative authority to establish the statewide standard for the rate and time of reimbursement to be included in the OJT contract, subject to state and federal budgetary limitations.

a. The department shall establish a statewide standard for rate and time of reimbursement to be implemented upon the effective date of these rules, August 1, 1995, and at the beginning of each state fiscal year thereafter, to be provided to the PROMISE JOBS SDA staff for contract purposes.

(1) The methodology for establishing the statewide reimbursement rate shall be determined each time that the statewide rate is established. It may include, but is not limited to, a payment rate for units of training time such as hours or weeks, or a payment rate based on an average of a specified percent of the wages paid to the participant during the training period.

(2) No matter what methodology is used to establish the statewide rate, the payments shall never exceed an average of 50 percent of the wages paid by the employer to the participant during the period of training.

b. The amount of the reimbursements per participant shall be based on the standard established rate and the duration of the OJT as provided at subrule 93.123(4).

c. The time of the reimbursements shall be related to the ending date of the OJT or the date the OJT participant leaves the OJT before the training is completed.

d. PROMISE JOBS staff shall require the OJT employer to document the claim for reimbursement using a claim format which contains the following elements:

- (1) Employer name, address, and federal employer ID number.
- (2) Participant name and social security number.
- (3) Beginning and ending dates of the claim period.
- (4) Wage paid per hour.
- (5) Total hours worked in the claim period and total wages paid in the claim period.
- (6) Day-by-day record of daily hours of employment in the claim period.

93.123(4) *Duration of PROMISE JOBS OJT training period.* PROMISE JOBS OJT is limited to occupational training which can be completed within six months. The PROMISE JOBS SDA staff shall use the Dictionary of Occupational Titles and the Standard Vocation Preparation Guide from the U.S. Department of Labor to establish appropriate durations for occupational training which can be completed within the six-month limit.

93.123(5) *OJT participant eligibility for PROMISE JOBS.* If a participant in OJT becomes ineligible for FIP due to income policies as described at 441—subrule 41.27(2), the participant shall remain a PROMISE JOBS participant for the purpose of managing and tracking the OJT. The participant in these circumstances is eligible for the supportive services which are available to any other employed PROMISE JOBS participant.

93.123(6) *Wages paid to a PROMISE JOBS OJT participant.* Wages paid to participants in OJT are considered to be earned income for purposes of any provision. OJT is not considered subsidized employment.

441—93.124(249C) **Referral for UP-CWEP services.** Rescinded IAB 3/3/93, effective 5/1/93.

441—93.125(249C) **JTPA UP-CWEP responsibilities.** Rescinded IAB 3/3/93, effective 5/1/93.

441—93.126(249C) **UP-CWEP provider agency responsibilities.** Rescinded IAB 3/3/93, effective 5/1/93.

441—93.127(249C) **Assignment to UP-CWEP work sites.** Rescinded IAB 3/3/93, effective 5/1/93.

441—93.128(249C) **UP-CWEP relationship with job search activities.** Rescinded IAB 3/3/93, effective 5/1/93.

441—93.129(239B) **Nonparticipation by volunteers.** Volunteer participants are not subject to the limited benefit plan as described at 441—subrule 41.24(8).

93.129(1) *Consequences of nonparticipation by volunteers.*

a. Volunteer participants who do not schedule or keep an appointment for orientation or who choose not to sign an FIA after attending orientation shall have PROMISE JOBS referral status changed to exempt by the income maintenance worker. No penalty is involved.

b. Volunteers who sign the FIA and choose not to carry out the activities or meet the responsibilities of the FIA, including resolving participation issues as described at rule 441—93.132(239B), shall be deactivated from the PROMISE JOBS program after completion of the conciliation process described below. Volunteers who are deactivated from the program after signing the FIA shall not be eligible for priority program services as long as other participants are waiting for services.

93.129(2) *Conciliation period for volunteers.* The purpose of the conciliation period is to identify and remove or resolve barriers to participation, to ensure that volunteer participants do not unknowingly lose their right to priority service, and to identify the steps that the participant and the PROMISE JOBS staff will take to ensure successful participation. Conciliation for volunteers shall be provided by a conciliation unit established by the PROMISE JOBS provider agencies in each local service delivery area. PROMISE JOBS staff from DWD shall conciliate decisions made by JTPA workers. PROMISE JOBS staff from JTPA shall conciliate DWD decisions. The bureau of refugee services shall arrange with PROMISE JOBS staff of DWD and JTPA to provide conciliation services when the need arises. If the local service delivery area assigns interagency teams, decisions by a team shall be conciliated by the other teams.

a. When the PROMISE JOBS worker determines that an exempt volunteer, after signing the FIA, has chosen not to carry out the activities or responsibilities of the FIA, the worker shall notify the conciliation unit of the PROMISE JOBS local service delivery area. This notice shall include documentation of the issues of participation or problems of participation which have not been resolved. The conciliation unit shall review the material to determine if the nonfinancial sanction of loss of priority service is applicable.

b. If the conciliation unit disagrees with the PROMISE JOBS worker, the conciliation unit shall contact the worker to resolve the issue.

c. If the conciliation unit agrees with the PROMISE JOBS worker, the conciliation unit shall initiate a 30-day conciliation period by issuing the Notice of Potential Loss of Priority Service—Exempt Volunteers, Form 470-3116, to the participant. The conciliation period begins the day following the day the Notice of Potential Loss of Priority Service—Exempt Volunteers is issued. During this 30-day period, the participant can present additional information to the conciliation unit to resolve the issues of participation or problems with participation, or identify barriers to participation which should be addressed in the FIA.

d. If the participant presents additional information which indicates resolution of issues of participation or problems with participation, or which indicates a barrier to participation which will be addressed in the FIA, the conciliation unit shall review these with the PROMISE JOBS worker, with conciliation staff having the final say. If the conciliation unit finds that the activities of the FIA can be resumed or the FIA can be renegotiated, the conciliation unit shall notify the PROMISE JOBS worker of that finding.

e. If the conciliation unit finds that the participant has chosen not to carry out the activities or responsibilities of the FIA, i.e., the issues and problems are not resolved, barriers to participation are not identified, or the participant indicates unwillingness to include the barriers to participation in a renegotiated FIA, the conciliation unit shall notify the PROMISE JOBS worker to apply the loss of priority services sanction.

441—93.130(249C) Sanctions for mandatory participants aged 16 or 17 who are required to participate in high school completion activities. Rescinded IAB 12/8/93, effective 1/1/94.

441—93.131(239B) Failure to participate in classroom training.

93.131(1) Rescinded IAB 9/11/96, effective 11/1/96.

93.131(2) *Participants aged 17 or younger.* A participant aged 17 or younger who chooses not to participate in high school completion activities shall be considered to have chosen the LBP. The participant may choose other FIA options only if the local education agency will not allow a participant to enroll in high school completion activities.

441—93.132(239B) Participation issues for FIA-responsible persons. PROMISE JOBS participants who do not carry out the responsibilities of the FIA are considered to have chosen the limited benefit plan, as described at 441—subrule 41.24(8).

The participation issues in this rule are those which are important for effective functioning in the workplace or training facility and to the completion of the FIA.

Participants aged 18 or older who, for reasons other than those described at rule 441—93.133(239B), do not resolve these issues shall be considered to have chosen the limited benefit plan, unless participant circumstances are revealed which indicate that a barrier to participation exists which should be addressed in the FIA.

Those who may be considered to have chosen the limited benefit plan are:

1. Participants who are more than 15 minutes late for a third time within three months of the first lateness, after receiving a written reminder of the importance of complying with the FIA at the time the second lateness occurred.

2. Participants who do not, for a second time after receiving a written reminder of the importance of complying with the FIA at the first occurrence, appear for scheduled appointments, participate in appraisal activities, complete required forms, or take required vocational or aptitude tests, or are absent from activities designated in the FIA or other self-sufficiency plan.

3. Participants who do not, for a second time after receiving written reminder of the importance of complying with the FIA at the first occurrence, notify work experience sponsors or PROMISE JOBS staff of absence within one hour of the time at which they are due to appear.

4. Participants who exhibit disruptive behavior for a second time after receiving a written reminder of the importance of complying with the FIA at the first occurrence. Disruptive behavior means the participant hinders the performance of other participants or staff, refuses to follow instructions, uses abusive language, or is under the influence of alcohol or drugs.

5. Participants who fail to secure required physical examinations after a written request to do so.

6. Participants who continue an offense after being notified that the behavior is disruptive and in what manner it is disruptive.

7. Participants whose performance continues to be unsatisfactory after being notified by program or provider agency staff of unacceptable performance and what is necessary to make performance acceptable. Notification of unsatisfactory performance may be oral initially, but shall be documented to the participant in writing.

8. Participants who make physical threats to other participants or staff. A physical threat is defined as having a dangerous weapon in one's possession and either threatening with or using the weapon or committing assault.

9. Participants who do not accept work experience assignments when the work experience option is part of the FIA or required under the FIP-UP work program.

10. Participants who do not, for a second time after receiving written reminder of the importance of complying with the FIA at the first occurrence, appear for work experience interviews.

11. Participants who do not follow up on job referrals, refuse offers of employment or terminate employment, or who are discharged from employment due to misconduct. For the purposes of these rules, "misconduct" is defined as a deliberate act or omission by a worker which constitutes a material breach of the duties and obligations arising out of the worker's contract of employment. To be considered "misconduct," the employee's conduct must demonstrate deliberate violation or disregard of standards of behavior which the employer has the right to expect of employees. Mere inefficiency, unsatisfactory conduct, failure to perform well due to inability or incapacity, ordinary negligence in isolated instances, or good-faith errors in judgement or discretion are not to be deemed misconduct for the purpose of these rules.

12. Participants who do not secure adequate child care when registered or licensed facilities are available.

13. Participants for whom child care, transportation, or educational services become unavailable as a result of failure to use PROMISE JOBS funds to pay the provider or failure to provide required receipts.

14. FIA-responsible persons who are required to participate in high school completion activities and who fail to provide grade transcripts or reports.

441—93.133(239B) Problems with participation of a temporary or incidental nature. Problems with participation as described below shall be considered to be of a temporary or incidental nature when participation can be easily resumed. These problems are acceptable instances when a participant is excused from participation or for refusing or quitting a job or limiting or reducing hours or for discharge from employment due to misconduct as described at rule 441—93.132(239B).